

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Assistant Fire Chief	<u>Revision Date:</u> 10/06
		<u>EEO Category:</u> Official/Admin.
		<u>Status:</u> Exempt (Executive)
		<u>Control No:</u> 20451

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Fire Chief, performs administrative and supervisory duties coordinating and overseeing all fire and medical related activities in the City.

III. Essential Duties:

- Coordinates the preparation and administration of the Department budget.
- Supervises the office and clerical personnel.
- Coordinates Department activities with other city departments.
- Represents Fire Department in meetings with other City departments and outside agencies.
- Recommends and implements Department policies and procedures.
- Organizes staff and administrative meetings.
- Serves as the acting Fire Chief in the absence of the Fire Chief.
- Develops and implements staff training.
- Oversee the duties of the Fire Marshall.
- Perform Fire Marshall duties as needed and on a limited basis.
- Respond frequently to public inquiries.
- Responds to emergency situations, involving fire, medical and environmental concerns as indicated by their seriousness.
- Counsels Department employees.
- Solves platoon and Department problems.

IV. Marginal Duties:

- Prepare appropriate management reports.
- Perform other duties as assigned.

V. Qualifications:

Education: Bachelors degree in Fire Science, Management or closely related field; Fire Officer Certification; valid State of Utah drivers license.

Experience: Twelve years fire fighting experience with progressively increasing responsibilities including at least three years supervisory experience; may substitute year-for-year additional experience for education.

Knowledge of: Fire and medical equipment; emergency command procedures (including call ups and mutual aid); adopted codes and standards; fire inspection and investigation procedures; department prevention procedures; procedures regarding personnel, budget, and administrative policies; principles of management.

Responsibility for: Must be able to make decisions which affect the activities of others, and use discretion and judgement; great responsibility for the care, condition, and use of materials, equipment, money, and tools; supervision of Fire Department staff.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public; ability to deal well with upset and irate people; regular and frequent contact with persons of high rank, requiring tact and judgment to deal with and influence people; ability to maintain frequent contact with others during emergency situations.

Tool, Machine, Equipment Operation: Regular use of telephone, copy machine, personal computer, telephone, fax machine.

Analytical Ability: Organize, delegate, and establish meaningful goals; establish and maintain effective working relationships with employees and the public; resolve management problems; command emergency situations; make decisions; evaluate and analyze data and make recommendations; communicate effectively verbally and in writing; implement programs; computer literate.

VI. Working Conditions:

Job is subject to great mental pressure and fatigue due to exposure to constant overtime, emergency situations, dealing with the public, and problem solving; work is generally performed indoors (25% of work is performed outdoors, subject to exposure to elements); response to emergency situation entails exposure to dangerous situations under disagreeable conditions involving smoke, heights, fire, stress, hazardous material, communicable diseases, fumes, heat, cold, water, excessive noise and vibration, emergency driving, etc.; work assignments are broad and performed with little or no supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.